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ABSTRACT

This document presents the LSTA (Library Services and Technology Act) 2002-2007 plan of the Alabama Public Library Service (APLS). The first section presents the Mission Statement of APLS and lists ways that APLS will meet its mission using federal funds provided by LSTA. The second section: lists the high-priority needs of Alabamians who lack access to library and information resources and services; explains the method, data, and prioritization criteria used to determine them; describes existing conditions and circumstances that cause equitable access to be lacking or insufficient; identifies solutions; and explains potential benefits for library users. The third section describes the goals, programs (activities), and evaluation plan developed to meet the following high-priority needs: (1) juvenile reading enhancement; (2) services to non-English speaking persons; (3) equal access and more access to information and library materials; (4) training of library staff, trustees, and library users; (5) services for underserved rural and urban library users; and (6) services to the disabled. The fourth section describes the procedures that will be used to involve libraries and library users in policy decisions regarding the development, implementation, and evaluation of the state plan. The fifth section describes the channels that will be used to communicate to the stakeholders the content of the state plan and any results, products, processes, or benefits. The sixth section addresses monitoring of grants and APLS projects. (MES)

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ED 477 766

**PROPOSED NEW LSTA FIVE-YEAR PLAN APPROVED BY APLS EXECUTIVE BOARD JUNE 6, 2002**

# THE ALABAMA PUBLIC LIBRARY SERVICE LIBRARY SERVICES AND TECHNOLOGY ACT FIVE-YEAR PLAN

**October 1, 2002 - September 30, 2007**

*The Alabama Public Library Service*
*6030 Monticello Drive*
*Montgomery, Alabama 36130-6000*
*2002*

## Contents

Introduction..... 1
Mission Statement..... 2
Needs Assessment..... 2
Goals, Programs (Activities) and Evaluation Plan.. 15
Stakeholder Involvement..... 23
Communication and Public Availability..... 24
Monitoring..... 25
Assurances

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## INTRODUCTION

The Library Services and Technology Act (LSTA), a federal program for libraries administered by the Institute of Museum and Library Services (IMLS), requires a five-year plan from each state. This plan covers the period October 1, 2002, through September 30, 2007, or the federal fiscal years 2003 through 2007.

The Alabama Public Library Service (APLS) was established in 1939 as a separate division of the Department of Archives & History. In 1959 the Alabama Legislature passed an act creating the Alabama Public Library Service as a separate state agency charged with development of a cooperative system of providing books and library service for the various municipalities and counties of the state. Under statute (Code of Alabama, 1975, Section 41-8-1- et seq.) the agency is empowered to receive and administer all funds, books or other property from whatever source, under such conditions as may be deemed necessary to carry out the purpose of this article."

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## MISSION STATEMENT

The following is the Mission Statement of the Alabama Public Library Service:

> **The Mission of the Alabama Public Library Service (APLS) is to promote and support equitable access to library and information resources and services to enable all Alabamians to satisfy their educational, working, cultural, and leisure-time needs and interests. These resources and services will be provided through APLS's statewide programs and through direct grants and assistance to libraries and library systems to meet users' needs.**

Using federal funds provided by the Library Services and Technology Act (LSTA), APLS will meet its mission as follows:

1. In the needs assessment section below, APLS has identified what is needed to improve access to library and information resources and services to make this access more equitable.
2. As explained in the goals section below, APLS has: a) established goals and programs based on the identified needs and solutions, b) developed an evaluation plan, and c) established timelines for program activities. APLS will implement program activities within the established timelines.
3. APLS will communicate with its stakeholders and involve them in policy decisions pertaining to the State Plan, as explained in the sections below: a) Stakeholder Involvement and b) Communication and Public Availability.
4. APLS will monitor the program activities in accordance with the evaluation plan to determine if the activities are being accomplished within the established timelines, as explained below in the section on monitoring.

## NEEDS ASSESSMENT

The purpose of this section is to identify the high-priority needs of Alabamians who lack equitable access to library and information resources and services. This section a) lists those needs and explains the method, data, and prioritization criteria used to determine those needs, b) describes the existing conditions and circumstances which cause equitable access to be lacking or insufficient, c) identifies solutions to meet the needs, and d) explains the potential benefits of the solutions for library users.

Within the scope of the mission statement, APLS has identified the following six areas of high-priority need:

1. Juvenile reading enhancement.
2. Services to non-English speaking persons.
3. Equal access and more access to information and library materials.
4. Training of library staff, trustees, and library users.
5. Services for under-served rural and urban library users, through a) outreach services and b) the provision of library materials for persons regardless of their location or condition.
6. Services to the disabled.

The needs were based on the analysis of data from town meetings, the evaluation report on the results of the agency's previous five-year plan, a report of a blue-ribbon committee of Alabama public library directors, U.S. Census reports, and other data specific to particular needs. Data were analyzed by the LSTA Advisory Council Planning Committee and the APLS Staff Planning Committee, which assisted the Advisory Council Committee.

APLS has an LSTA Advisory Council which has the following purposes:

1. To advise APLS on the development of the state plan, including the preparation of long-range and annual programs.
2. To advise APLS on policy matters arising in the administration of the state plan.
3. To assist APLS in evaluating library programs, services, and activities under the state plan.

The membership of the Council, which is appointed by the APLS Executive Board, includes 17 persons who are broadly representative of a) public libraries, b) school libraries, c) 4-year college libraries, d) 2-year academic institution libraries, e) special libraries, f) institutional libraries, g) library users, and h) an ALA-accredited library school.

The Advisory Council Planning Committee, which has participated in the analysis of the data and preparation of the plan, consists of individuals representing the ALA-accredited library school, public libraries, special libraries, 4-year college libraries, school libraries, and library users.

The Staff Planning Committee consists of the agency director, assistant director, 5 department heads, 2 consultants, and the grants coordinator.

## Town meetings

In September 2000, APLS issued invitations to 5 town meetings to be held in locations throughout the state that were selected to be within a two-hour radius of any community within the state. Invitees included all public library directors; all library system directors; all public library trustees; librarians from all school libraries, two-year community college libraries, and four-year academic libraries; the LSTA Advisory Council; members of the Alabama Library Association; Alabama state agencies serving the institutionalized; city and county officials; Alabama elected officials; and congressmen. Town meetings were held in Huntsville (September 18); Birmingham (September 19); Montgomery (September 21); and Daphne (September 25).

Among those participating were public librarians and system directors; public library trustees; school librarians; librarians from both two-year and four-year academic institutions; librarians from a special library; a representative of a congressman; and a state senator.

The meetings were designed to collect input from attendees about perceived library needs of Alabamians, about assistance that libraries will need to enable them to meet these patron needs, and about priorities for efforts to meet the needs. The meetings were facilitated by Dr. Annabel Stephens, a professor at the University of Alabama School of Library and Information Studies, assisted by staff from the Alabama Public Library Service. APLS staff explained to attendees the purposes and requirements of LSTA, including the requirements for the five-year plan. A nominal group technique was employed to elicit ideas from all attendees. The first step was to identify community needs, and the second step was to identify and prioritize the needs of all libraries. Each identified library need was listed, and

attendees were given seven stick-on dots to use in voting for the need or needs they regarded as most important. There was much commonality among the needs identified at the meetings allowing Dr. Stephens to group and prioritize needs identified during the meetings.

Among the highest priorities identified were materials or programs for targeted groups, training, technology consulting, high-speed Internet access, resource sharing, databases, computers, APLS statewide services, public relations, catalog/automation system support, and partnering with community organizations. Dr. Stephens presented the results of the town meetings to the LSTA Advisory Council, and the Council affirmed the priorities identified in the town meetings.

## The evaluation report on the results of the agency's previous five-year plan

A three-person team of independent evaluators, Ruth O'Donnell, Marian Deeney and Carole Fiore, carried out an evaluation of the agency's progress on its long range plan for 1997-2002. Their report provided findings and recommendations of value in the preparation of the new plan. The evaluation included 1) surveys of librarians with children-at-risk projects, 2) focus group discussions with 40 librarians held at six locations around the state, 3) surveys of librarians on general projects, technology projects, and children-at-risk projects, and 4) a technology questionnaire.

The children-at-risk survey found that the children-at-risk competitive grants were very important in providing services to children: three quarters of the respondents said they would not have been able to provide the services without the LSTA funding. Libraries reported many positive comments from library users about their projects. The following comment is from a library director whose library implemented a series of children-at-risk grants: "Trying for LSTA children-at-risk grants motivated us to look for new audiences, new ways to promote the library as a family literacy center, and most of all, a new way to partner with the many agencies in our community that serve children at risk."

Regarding children-at-risk statewide programs, the survey found that the children's summer reading program has been very successful and that it is more effective and efficient than individual planning. The state offers a mini-grant program to support performances by professional storytellers, drama/theater groups, and puppeteers. Librarians reported that the mini-grants enhanced their summer programs by enabling special kick-off programs or end-of-summer programs. The survey also found that the program of purchasing children's books centrally and in quantity and then distributing them to local libraries is an efficient program.

In the survey and focus groups for librarians receiving technology grants, respondents agreed that a) the availability of technology, electronic information, and Internet access has brought in new customers–teens, adults of working age, and more seniors, b) regionalized and ongoing consulting assistance would be of great benefit, and c) LSTA funds have been very important in acquiring equipment and networking to expand public and staff access to electronic information, and these funds will be important to help upgrade and replace equipment.

## Report of APLS Strategic Planning Committee

The APLS Strategic Planning Committee consists of approximately twenty public library directors who represent libraries of all sizes and locations. One of its purposes is to provide input for the use of LSTA funds. In a report dated June 7, 2001, the committee made several recommendations, including: a) fully fund the summer reading program, b) maintain or increase workshop offerings, c) offer 24/7 virtual reference service, and d) increase the availability of technical support.

## U.S. Census reports

U.S. Census reports provide important demographic information. In 2000 the state population was 4,447,100.

**Data on children and young adults**:

1. In 2000 there were 931,589 children through the age of 14, representing 20.9% of the population.
2. In 2000 there were 324,580 young adults from ages 15 through 19, representing 7.3% of the population.
3. Estimates of children in poverty in 1997 (from a Census Bureau report titled "Model-Based Income and Poverty Estimates for Alabama in 1997"):

| | Number | Percent |
|---|---|---|
| People in all ages in poverty | 700,944 | 16.2[1] |
| People under age 18 in poverty | 260,970 | 23.8[2] |

[1]Based on the census estimate of 700,944 as representing 16.2% of the total state population, the calculated estimated total state population in 1997 would have been 4,326,814. In 1999 an official estimate from the Census Bureau of the 1997 population was similar at 4,322,113.

[2]This figure means that the group under the age of 18 who live in poverty represents 23.8% of all people under the age of 18. This same group (persons under 18 living in poverty) represents 37.2% of all people in poverty. Also, this same group represents 6.0% of the entire state population.

4. The following information is from a Census Bureau report titled "Low Income Uninsured Children by State". It shows the number and percent of children under 19 years of age, at or below 200 percent of poverty, using three-year averages for 1998, 1999, and 2000:

| | Total children under 19 years, all income levels | At or Below 200% of Poverty | |
|---|---|---|---|
| | | Number | Percent |
| Alabama | 1,157,000 | 519,000 | 44.6[1] |

[1]This figure means that 44.6% of children in Alabama under the age of nineteen live in poor homes, with family incomes which are only equal to or below twice the poverty level. As a comparison, the state with the highest percentage of children from poor homes is New Mexico at 54.0%; the state with the lowest percentage is Maryland at 22.7%.

**Data on educational attainment**:

In 2000 Alabama had the second lowest high school completion rate in the country of persons 25 and over, at 77.5%. As a comparison, the lowest was West Virginia, at 77.1%; the highest was Utah, at 90.7%.

**Data on language use**:

The following information is from a report on language use by Alabama residents 5 years of age and over, as determined in the 1990 census (no information could be found in the 2000 census data on language use).

- Total state population (1990): 3,759,802
- Spoke only English: 3,651,936
- Spoke non-English language at home: 107,866 (2.9% of state population)
- Of those who spoke a non-English language at home:
  a) 71,848 could speak English very well.
  b) 22,656 could speak English well.
  c) 12,434 could speak English but not well.
  d) 928 could not speak English at all.
- 42,653 spoke Spanish.
- In households, there were 11,066 people who were linguistically isolated, meaning that no person 14 or older spoke English at least very well.
- In households where everyone spoke a non-English language, there were 35,841 people.

In the 1990 census, the number of Hispanic Alabamians was 24,629. In the 2000 census, the number increased to 75,830. The Alabama Latin-America Association, which is associated with the University of Alabama, has provided research indicating that the number is 180,000. Whether the number is 75,830 or 180,000 or somewhere in between, the increase from 1990 is significant, and it is likely that there are many more Spanish-speaking people in Alabama now than in 1990 who have difficulty communicating in English or who need Spanish library materials.

**Data on urban and rural populations**:

No compiled data could be found in the 2000 census reports on urban and rural populations. The data below is from a report based on the 1990 census. The Census Bureau defines "urban" as territory, persons, and housing units in:

1. Places of 2,500 or more persons incorporated as cities, villages, boroughs, and towns, but excluding the rural portions of "extended cities."
2. Census designated places of 2,500 or more persons.
3. Other territory, incorporated or unincorporated, included in urbanized areas.

In 1990, 60.4% of the Alabama population was urban, and 39.6% was rural. Assuming that these percentages have not changed much in ten years, and applying these percentages to the 2000 state population of 4,447,100, then the current urban population would be about 2,686,048 and the current rural population would be about 1,761,052.

## Other data specific to particular needs

**Data on bookmobiles in Alabama**:

There are 17 bookmobiles in Alabama. Of these, only three are relatively new. Several are very old and will need to be replaced soon.

| BOOKMOBILES OPERATED BY ALABAMA PUBLIC LIBRARIES | | | | | |
|---|---|---|---|---|---|
| **Library or System** | **Legal service area population** | **Rural service area population** | **1999** | **2000** | **2001** |
| Anniston-Calhoun County Public Lib. | 99,892 | 62,092 | 1 | 1 | 1 |
| Baldwin County Library Cooperative, Inc. | 140,415 | 81,370 | 1 | 1 | 1 |
| Cheaha Regional Library | 139,660 | 77,654 | 2 | 2 | 2 |
| Cullman County Public Library System | 77,469 | 63,474 | 1 | 1 | 1 |
| Dekalb County Public Library | 64,456 | 42,498 | 1 | 1 | 1 |
| Horseshoe Bend Regional Library | 233,207 | 125,227 | 2 | 2 | 1 |
| Houston-Love Memorial Library | 89,115 | 32,033 | 2 | 2 | 2 |
| Huntsville-Madison Co. Pub. Library | 276,905 | 82,082 | 2 | 2 | 2 |
| Marengo Library System | 22,539 | 12,575 | 1 | 1 | 1 |
| Marshall County Cooperative Library | 82,568 | 44,015 | 1 | 1 | 1 |
| Mobile Public Library | 352,343 | 153,428 | 1 | 1 | 1 |
| Northwest Regional Library | 78,699 | 47,030 | 1 | 1 | 1 |
| Tuscaloosa Public Library | 164,761 | 86,855 | 1 | 1 | 1 |
| Washington County Public Library | 18,907 | 17,424 | 1 | 1 | 1 |
| Total | 1,840,934 | 927,755 | 18 | 18 | 17 |
| | | | | | |
| Average population per bookmobile in 2001 | 108,290 | 54,574 | | | |

**Data on the Blind and Physically Handicapped Division of APLS**:

LSTA funds are needed to help support the continued operation of the services of the Blind and Physically Handicapped Division of APLS.

The Blind and Physically Handicapped Division of APLS is a focal point in Alabama for library services to blind, visually impaired, and physically handicapped citizens. This specialized area of library services uses custom-designed facilities, trained staff and unique equipment to meet their reading needs. This division through a cooperative network within the Library of Congress/National Library Service for the Blind and Physically Handicapped brings special format reading materials, playback equipment and other library resources to qualifying users. Free mailing privileges are

provided by the United States Post Office. There is no charge for any part of the service. The table below shows the number of active users in the spring of 2002.

| Disability | Number of active users | Percent of total active users |
|---|---|---|
| Visually-impaired | 2,030 | 52.0% |
| Blind | 1,503 | 38.6% |
| Reading | 187 | 4.8% |
| Physical | 161 | 4.3% |
| Deaf & Blind | 12 | .3% |
| TOTAL | 3,893 | 100.0% |

**Data from the National Eye Institute:**

According to the National Eye Institute, the estimated number of blind persons in Alabama aged 40 and over is 17,186. And the estimated number of vision-impaired persons (excluding blind) in Alabama aged 40 and over is 35,790.

## Needs assessment results

The tables beginning on the following page provide the following information about each need: a) existing conditions and circumstances which cause equitable access to be lacking or insufficient, b) library service solutions, c) potential benefits of solutions, d) congruity with priority criteria, and e) consistency with LSTA purposes (20 USC 9141).

The priority criteria developed by APLS are:

1. Supports the APLS mission.
2. APLS has a proven track record in this area.
3. Fulfills an unmet statewide need.
4. Complements existing programs in the state.
5. Provides increased networking potential.
6. Enhances and complements other programs.

The LSTA purposes are:

1. Establishing or enhancing electronic linkages among or between libraries.
2. Electronically linking libraries with educational, social, or information services.
3. Assisting libraries in accessing information through electronic networks.
4. Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources.
5. Paying costs for libraries to acquire or share computer systems and telecommunications technologies.
6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 USC 9902(2) applicable to a family of the size involved.

Needs assessment results (see page 8 for more information about the following tables)

**Need 1: Juvenile reading enhancement**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ There are approximately 261,000 children under the age of 18 who live in poverty. This means that the parents of these children can afford to purchase very few reading materials for their children. Also, in many cases the parents of these children are themselves poor readers and cannot easily instill in their children a love of reading.<br>▪ There are at least 519,000 children under the age of 19 who live in poor households, where family incomes are only equal to or below twice the poverty level. Most parents of these children would have to struggle to purchase adequate reading materials for their children.<br>▪ In 2000 Alabama had the second lowest high school completion rate in the country of persons 25 and over, at 77.5%. Many parents who do not complete high school are themselves not good readers, and are disadvantaged in helping their children read and enjoy reading. Further, the low high school completion rate indicates a need for greater effort to encourage children to read since reading well and enjoying reading are key to achieving academic success and graduating from high school. |
| Library service solution | ▪ Enhance juvenile reading through 1) a statewide summer reading program, 2) family literacy programs, 3) partnerships with schools and other community organizations and institutions serving children and youth, and 4) other programs to interest children in reading and to assist libraries in providing needed reading materials. |
| Potential benefits of solution | ▪ Provide programs and materials at libraries for children who otherwise would not be encouraged to read or have the opportunity to select reading materials of interest to them.<br>▪ Increased ability of parents to help their children read and enjoy reading.<br>▪ Increased likelihood that children will become better readers in school and graduate from high school. |
| Congruity with priority criteria | Supports the APLS mission; APLS has a proven track record in this area in public libraries. |
| Consistent with LSTA purpose | #6: Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

**Need 2: Services to non-English speaking persons**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ 1990 data on the number of persons who spoke a non-English language at home:<br>a) 71,848 could speak English very well.<br>b) 22,656 could speak English well.<br>c) 12,434 could speak English but not well.<br>d) 928 could not speak English at all.<br>e) In 1990 42,653 spoke Spanish.<br>f) In households, there were 11,066 people who were linguistically isolated, meaning that no person 14 or older spoke English at least very well.<br>▪ Since 1990, when the number of Hispanic Alabamians was 24,629, there has been a large increase in that number. In the 2000 census, the number increased to 75,830. The Alabama Latin-America Association, which is associated with the University of Alabama, has provided research indicating that the number is now 180,000. Whether the number is 75,830 or 180,000 or somewhere in between, the increase from 1990 is significant, and it is likely that there are many more Spanish-speaking people in Alabama now than in 1990 who have difficulty communicating in English or who need Spanish library materials. |
| Library service solution | Provide library services to non-English speaking persons, through 1) the operation and recommendations of a Latino Task Force, 2) family literacy programs, and 3) the provision of library materials. |
| Potential benefits of solution | ▪ Non-English speaking persons will be made to feel welcome at public libraries and will have the opportunity to participate in library programs specifically designed to assist them.<br>▪ Non-English speaking persons will have access to materials written in their native language.<br>▪ Non-English speaking persons will have the opportunity to improve their English skills by having access to materials especially written for persons who are learning English as a second language. |
| Congruity with priority criteria | Supports the APLS mission; fulfills unmet statewide need; complements existing programs in the state to assist non-English speaking people. |
| Consistent with LSTA purpose | #6: Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

**Need 3: Equal access and more access to information and library materials.**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ For many libraries the speed of telecommunication links is very slow and cannot meet users' needs.<br>▪ The current method of updating the state union catalog is inadequate: holdings are added to the database up to a year late.<br>▪ The current method of resource-sharing is slow. New technology exists to streamline the system and provide for faster interlibrary loan of library materials.<br>▪ Many smaller libraries do not have a reliable method of getting adequate technical assistance to operate, maintain and improve their computer equipment and software.<br>▪ Many library materials which would benefit people statewide are deteriorating. There is a need to preserve these materials and make them available electronically.<br>▪ There is a need to upgrade technological equipment to improve library automated systems and to enable library users and staff to have web-based access for learning. |
| Library service solution | Provide equal access and more access to information and library materials, through 1) strengthening the electronic infrastructure within the state, 2) resource-sharing, 3) the preservation of library materials, and 4) technical support and training. |
| Potential benefits of solution | ▪ Many more library users will have faster access to electronic information.<br>▪ Library users will have access to an up-to-date statewide union catalog.<br>▪ There will be a faster and more accurate method of providing users with interlibrary loan materials. |
| Congruity with priority criteria | Supports the APLS mission; fulfills unmet statewide need; provides increased networking potential. |
| Consistent with LSTA purposes | #1 Establishing or enhancing electronic linkages among or between libraries. #2 Electronically linking libraries with education, social, or information services. #3 Assisting libraries in accessing information through electronic networks. #5 Paying costs for libraries to acquire or share computer systems and telecommunications technologies. #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

**Need 4: Training of library staff, trustees, and library users.**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ Of the 208 public libraries and systems in Alabama, only 74 have 1 or more staff with MLS degrees. The remaining 134 libraries, 64%, have no staff with the MLS.<br>▪ At town meetings held throughout the state in 2000, participants ranked training of library staff and the public as a high priority.<br>▪ Libraries depend heavily on computer technology to provide services to users, and this technology is constantly changing. Few library staff or library users have had specialized training in computer technology.<br>▪ There is a steady turnover of library staff in libraries throughout the state, and new employees require training.<br>▪ Library staff are not familiar with the outcome-based evaluation method now required by the Institute of Museum and Library Services for grant projects. |
| Library service solution | Provide training for library staff and trustees in all areas of library service, through 1) contract training, 2) training by APLS staff, 3) technology-based paraprofessional and professional training; and provide training for the public in how to use technology to access information. The training is for all professional and non-professional library staff, for library trustees, and for the public. |
| Potential benefits of solution | ▪ Public library users trained to access knowledge and information via modern technology can more easily find what they need to satisfy their educational, working, cultural, and leisure-time needs and interests.<br>▪ Trained library staff can provide library users with improved library services in such areas as a professionally-selected materials collection, reference service, professionally selected and maintained library technology systems for circulation, cataloging, and the public access catalog.<br>▪ Library staff who receive training in outcome-based evaluation will be able to demonstrate to themselves, the public, and to library funding sources the direct benefits that grant projects have brought to library users.<br>▪ Trained library trustees can make better policy decisions for improved service to library users. |
| Congruity with priority criteria | Supports the APLS mission; APLS has a proven track record in making training available; enhances and complements other programs. |
| Consistent with LSTA purposes | #1 Establishing or enhancing electronic linkages among or between libraries. #3 Assisting libraries in accessing information through electronic networks. #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

**Need 5: Services for under-served rural and urban library users**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ There are 17 bookmobiles in Alabama. Of these, only three are relatively new. Several are very old and will need to be replaced soon. Of the public libraries and systems which own bookmobiles, the average population in their legal service areas is 108,290<br>▪ Only 22 (10.6%)of the 208 public libraries and systems offer a books-by-mail service.<br>▪ Many Alabama public libraries are in poor communities and are poorly funded relative to the rest of the state and country. While these libraries are usually run very efficiently, their lack of adequate funds for library materials and services means that their users are not receiving equitable library service.<br>▪ According to the Literacy Council of Central Alabama:<br>1) Nearly 1 of every 4 adults in Alabama is functionally illiterate, for a total of 456,278.<br>2) 34% of Alabama adults do not have a high school diploma or GED.<br>3) 92,890 completed fourth grade or less.<br>4) 272,572 completed between the fifth and eighth grades.<br>5) Alabama's high school dropout rate is 33% compared with the national average of 26.6%. |
| Library service solution | Provide services for under-served rural and urban library users, through 1) outreach services and 2) the provision of library materials for persons regardless of their location or condition. |
| Potential benefits of solution | ▪ The following kinds of library users would benefit from an outreach service such as a bookmobile or a books-by-mail service: a) persons residing in rural areas who live far from a public library, b) persons who are homebound, and c) persons in institutions, hospitals, nursing homes or senior citizen centers.<br>▪ Library users in poorer communities would benefit from materials acquired as part of a grant program. |
| Congruity with priority criteria | Supports the APLS mission; enhances or complements existing programs; has a proven track record; fulfills an unmet need. |
| Consistent with LSTA purpose | #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

**Need 6: Services to the Disabled**

| | |
|---|---|
| Existing conditions and circumstances which cause equitable access to be lacking or insufficient | ▪ Approximately 6,000 persons are served by the Blind and Physically Handicapped Division of APLS and five subregional libraries. These people are blind, visually impaired or have a handicap making it difficult to use standard library materials.<br>▪ There are 579,798 persons 65 and older, and many of these people have vision problems making it difficult to use traditional library materials. |
| Library service solution | Provide improved library services to persons who are blind, visually impaired, or unable to physically utilize traditional library materials. These services will be provided through 1) training staff and customers, 2) the provision of specialized equipment to enable disabled persons to gain access to knowledge and information, and 3) the provision of special library materials. |
| Potential benefits of solution | Persons who are unable to use traditional library materials will be able to gain access to information and knowledge to continue to satisfy their educational, working, cultural, and leisure-time needs and interests. |
| Congruity with priority criteria | Supports the APLS mission; has a proven track record. |
| Consistent with LSTA purpose | #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line. |

Process for periodic updating of the needs assessment

APLS will update the needs assessment, as follows:

1. At least annually, APLS will study the latest reports from the U.S. Census Bureau.
2. APLS will analyze annual statistics gathered from public libraries. The annual survey will be periodically revised to gather new information about public libraries and their users.
3. In 2005 APLS will conduct another set of town meetings at convenient locations throughout the state, following a similar process as described on page 3 in the section above on town meetings held in 2000. The locations to be selected will be within a two-hour radius of any community within the state.
4. During the annual process for developing revised rules for grant applications APLS will solicit feedback and suggestions from the library community for changes in the rules.
5. Prior to the April 1st deadline each year for submitting plan revisions to IMLS, the LSTA Advisory Council and APLS staff will review the long-range plan and consider possible revisions to better meet newly identified needs.
6. The APLS Strategic Planning Committee (consisting of approximately 20 public library directors representing libraries of all sizes and locations) will continue to meet, consider new needs, and make recommendations for changes.
7. APLS will review project reports submitted by libraries receiving LSTA grants to assess the effectiveness of the grant programs.

8. APLS will continue its practice of holding quarterly library administrators meetings, at which administrators will have an opportunity to discuss the LSTA program and provide feedback to APLS staff.

## GOALS, PROGRAMS (ACTIVITIES) AND EVALUATION PLAN

In the needs assessment section APLS identified six high-priority needs and described a solution for each one. APLS has developed six high-priority goals based on those solutions. In the six tables starting on page 17, each goal is stated in the left column.

The criteria used to establish these goals as high priorities are the same criteria used to establish the needs as high priorities. APLS recognizes that the stakeholders are the people who have the needs and who best know what their greatest needs are. The most important criteria for the prioritization of needs were the priorities established by the stakeholders at the town meetings using the voting system described above in the needs assessment section. APLS also used as criteria the opinions of stakeholders as represented by the LSTA Advisory Council and the APLS Strategic Planning Committee. The goals are all considered high priority, and they also have equal priority.

The LSTA law requires the plan to describe the activities that are consistent with the goals, and, as used in the tables below, the term "activity" means the same as "program". The programs (activities) which support the goals are described in the right column in each table. There will be a large number of additional detailed tasks (not shown) which will be performed as part of each program.

APLS will use the following procedures to carry out the programs (activities):

1. APLS will establish policies and rules for the use of LSTA funds, including 1) policies for statewide programs, 2) policies identifying eligible applicants for grant funds, and 3) rules establishing specific grant programs for both competitive and non-competitive grants.
2. APLS will develop and distribute grant project application forms.
3. The LSTA Advisory Council will recommend to the APLS Executive Board specific grant applications for funding.
4. APLS will issue contracts to grant recipients and monitor all grant projects as explained in the section below on monitoring.

### Evaluation Plan

The law requires an evaluation plan–a description of the methodology to be used to evaluate the success of the programs (activities) in meeting these high-priority goals. APLS will use a systematic process for measuring the extent to which the goals are achieved, one that uses concrete and logical indicators of both outputs and outcomes. Outputs are measures of services or products provided, and an output target is a quantity of services, activities, or products that represents the output (performance) a program aims to achieve. Outcomes are measures of the achievements of people who are the intended beneficiaries of a program: achievements of skill, knowledge, attitude, behavior, status, or life condition. An outcome target is a measurable level of quality that represents the extent of the outcome (results) a program aims to achieve. In the tables below for each goal, APLS has listed the key output and outcome targets to measure the benefits to library users. It is not possible here to list all of the output and outcome targets for the programs under each goal; however, appropriate targets will be developed separately and used to

measure the effectiveness of each program. At the end of FY2006 we anticipate that a process will begin to evaluate the first four years of the plan since the evaluation report will probably have to be submitted to IMLS prior to the end of the full five years of the plan. Therefore, where outcome targets are measured by surveys, the period to be covered will end at year-end FY2006. However, where program timelines continue through FY2007 (indicated in the right columns), the programs will still continue.

Over the five years of the plan, APLS intends to develop a training program for library personnel to assist them in using both outcome and output measures to evaluate programs. Grant applicants will be expected to frame their applications to reflect this type of evaluation for categories in which it may be required. They will identify the anticipated outputs and outcomes in their applications and report on the results at the end of the project. To measure the progress of statewide service activities, APLS expects to use a variety of measures to collect both quantitative and qualitative data, including web-based and telephone surveys. In the third year of the plan, the LSTA Advisory Council will design the next outside evaluation for the program.

## Goal 1

**Need 1 addressed: Juvenile reading enhancement**

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 1:** Enhance juvenile reading through 1) a statewide summer reading program, 2) family literacy programs, and 3) partnerships with schools and other community organizations and institutions serving children and youth, for all Alabama children and youth, to stimulate in young people an interest in reading and in using libraries. (FY2003-2007)<br><br>**Key Output Targets**<br>• By year-end FY2006, there will be a 10% increase from the FY2001 summer reading program statistics: 1) in the number of children participating, 2) in the number of books checked out, and 3) in the number of programs offered.<br>• By year-end FY2006, there will be a 5% increase from the FY2002 number in the number of libraries participating in family literacy efforts.<br>• By year-end FY2006, 50% of the public libraries will provide children's programming with professional performers.<br>• By year-end FY2006, 30,000 children's volumes will have been centrally acquired and distributed to 50% of the public libraries to serve poor and underserved children.<br><br>**Key Outcome Targets**<br>• By year-end FY2006, in a statewide random-sample survey:<br>1) 50% of those surveyed will indicate that they have heard of the statewide Summer Reading Program<br>2) Of those surveyed with children ages 4 to 18 a) 20% will indicate that they or their families have participated in the statewide Summer Reading Program and b) 8% will indicate that their children's reading skills have benefited from participation in library-sponsored reading programs | 1. Support the development of a theme and materials for a statewide summer reading program. (FY2003-2007)<br>2. Support and encourage family literacy efforts at the local, regional, and state levels. (FY2003-2007)<br>3. Provide competitive grants to public libraries and to state departments and institutions to provide services targeted to children and youth at risk. These services may include the development of partnerships with other organizations providing services to children such as schools, pre-schools, youth detention centers, youth courts, housing authorities, community services, and child-care centers. (FY2003-2007)<br>4. Make grant funds available to support children's programming with professional performers such as storytellers, drama/theater groups, and puppeteers. (FY2003-2007)<br>5. Provide children's materials for poor and under-served children in public libraries as a state-coordinated program depending on the availability of funds. (FY2003-2007) |

**LSTA purpose supported by Goal 1**: #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

## Goal 2

## Need 2 addressed: Services to Non-English speaking persons

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 2:** Provide library services to non-English-speaking persons through 1) the operation and recommendations of a Latino Task Force, 2) family literacy programs, and 3) the provision of library materials. The benefit will be to encourage and increase use of library services by non-English-speaking people. (FY2003-2007)<br><br>**Key Output Target**<br>• Between the start of FY2003 and year-end FY2006, the number of libraries that will have initiated programs to serve non-English-speaking persons will increase by 10% from the number providing programs in FY2002.<br><br>**Key Outcome Target**<br>• Libraries conducting programs to serve non-English-speaking persons will conduct surveys of participants between the start of FY2003 and year-end FY2006. The surveys conducted at year-end FY2006 will indicate that there has been a 25% increase in the number of persons reporting a new appreciation of libraries, an understanding of services offered, and an improvement in their lives because of these services. | 1. Make grant funds available for programs (such as English as a second language and family literacy) and core collections in Spanish and other languages, including print materials, electronic materials, and databases. (FY2003-2007)<br><br>2. Promote use of libraries by Alabamians for whom English is a second language. The program will include 1) training staff in serving non-English-speaking customers, 2) library promotion in other languages, and 3) partnering with organizations serving the needs of persons for whom English is a second language. |

**LSTA purpose supported by Goal 2**: #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

## Goal 3

**Need 3 addressed: Equal access and more access to information and library materials**

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 3:** Provide equal access and more access to information and library materials, through strengthening the electronic infrastructure within the state, for all Alabamians, to provide them with an equal opportunity to meet their needs for information and library materials. (FY2003-2007)<br><br>**Key Output Targets**<br>• By year-end FY2006, 90% of all public libraries will have automated integrated systems for circulation, cataloging, and public access catalog service.<br>• By year-end FY2006, 70% of all public libraries will have upgraded their Internet downstream speed to be equal to or greater than T1.<br>• By year-end FY2003, 50% of the total holdings of public libraries and state-supported universities will be searchable statewide, either virtually or through a union catalog. (This means in the case of some individual libraries that their holdings may not be searchable or that only some of their holdings may be searchable.)<br>• By year-end FY2003, APLS will have in place a new electronic interlibrary loan system.<br>• In FY2004, APLS will conduct one regional program to test the viability of providing technical support to public libraries to maintain the electronic infrastructure.<br><br>**Key Outcome Targets**<br>• By year-end FY2006, in a statewide random-sample survey:<br>1) 50% of those surveyed will indicate that they have heard of the Alabama Virtual Library.<br>2) 15% will indicate that they or their family members have benefited from the Alabama Virtual Library.<br>3) 20% will indicate that they or their family members use a public library at least 4 times a year, and, of these, 50% will indicate that they or their family members have benefited from their library's automated system. | 1. Strengthen the electronic infrastructure of libraries throughout the state by providing grant funds for technological equipment, software, rapid telecommunications, partnering with other agencies, and upgrading equipment for learning opportunities. (FY2003-2007)<br>2. Provide funds for resource-sharing, including the following components: 1) statewide materials and document delivery (electronic and physical delivery), 2) databases, and 3) electronic interlibrary loan. (FY2003-2007)<br>3. Provide grant funds for contractual technical assistance consulting available to public libraries throughout the state. An applicant may receive only one grant per fiscal year. (FY2003-2007)<br>4. Conduct an experimental program in one region of the state to provide technical support to maintain the electronic infrastructure. (FY2004)<br>5. Provide grant funds for the preservation of library materials. (FY2004-2007) |

**LSTA purposes supported by Goal 3**:: #1 Establishing or enhancing electronic linkages among or between libraries. #2 Electronically linking libraries with education, social, or information services. #3 Assisting libraries in accessing information through electronic networks. #5 Paying costs for libraries to acquire or share computer systems and telecommunications technologies. #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

## Goal 4

## Need 4 addressed: Training of library staff, trustees, and library users

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 4:** Provide training for library staff and trustees in all areas of library service, through 1) contract training, 2) training by APLS staff, 3) technology-based paraprofessional and professional training; and provide training for the public in how to use technology to access information. The training is for all professional and non-professional library staff, for library trustees, and for the public, to provide improved library service for the people of Alabama. (FY2003-2007)<br><br>**Key Output Targets**<br>• By year-end FY2006, APLS will have coordinated and presented 300 workshops and institutes for library staff and trustees with an attendance of 6,000.<br>• By year-end FY2006, 30 persons will have received grants for undergraduate courses and workshops.<br>• By year-end FY2006, 12 persons in the part-time professional training program will have earned the MLS.<br>• By year-end FY2006, 50% of the public libraries will have conducted computer training workshops for library users.<br><br>**Key Outcome Targets**<br>• By year-end FY2006, in a survey of library staff who attended workshops, courses and institutes:<br>1) 80% of those surveyed will indicate that they have applied the computer skills, basic reference skills and other skills which they learned.<br>2) 80% of those surveyed will indicate that their job confidence and ability level increased as a result of the attendance. | 1. Coordinate and offer workshops and institutes for public library staff and trustees on serving patrons with diverse backgrounds and needs. Workshops and institutes will include instruction in the basic skills of librarianship and leadership. (FY2003-2007)<br>2. Make funds available for library personnel and trustees to receive continuing education grants to attend training on serving patrons with diverse backgrounds and needs. (FY2003-2007)<br>3. Make funds available for professional training leading to the MLS. (FY2003-2007)<br>4. Provide subgrant recipients with staff training in LSTA grant project development, implementation, and evaluation, through 1) training, 2) materials, and 3) monitoring, for library staff of libraries receiving LSTA subgrants, to improve the measurement of the effectiveness of grant projects. (FY2003-2007)<br>5. Make grant funds available for users to receive computer training in libraries to learn how to access information. (FY2003-2007) |

**LSTA purposes supported by Goal 4:** #1 Establishing or enhancing electronic linkages among or between libraries. #3 Assisting libraries in accessing information through electronic networks. #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

## Goal 5

### Need 5 addressed: Services for underserved rural and urban library users

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 5:** Provide services for underserved rural and urban library users, through the provision of library programs and materials for persons regardless of their location or condition. (FY2003-2007)<br><br>**Key Output Targets**<br>• By year-end FY2007, 10 public libraries will have started new or improved adult literacy programs.<br>• By year-end FY2007, there will be 4 new library service delivery vehicles serving library users. These vehicles will either add to the current number of vehicles statewide or replace old equipment.<br>• By year-end FY2007, 10 public libraries will have started new or improved outreach programs.<br><br>**Key Outcome Targets**<br>• From surveys given to program participants, by year-end FY2006:<br>1) 75% will indicate that their quality of life has improved.<br>2) 300 persons will have learned literacy skills by participating in public library literacy programs and by using library materials<br>3) 350 persons will have learned life-coping skills by participating in special public library programs and by using library materials.<br>• From focus groups consisting of library users benefiting from all the programs under this goal, 75% of the participants will indicate that the programs and library materials have satisfied a significant portion of their educational, working, cultural, and leisure-time needs and interests. | 1. Provide competitive grants to libraries for the provision of adult literacy programs. (FY2004-2007)<br>2. Provide competitive grants to libraries for the acquisition and utilization of library service delivery vehicles (bookmobiles, vans). (FY2004-2007)<br>3. Provide competitive grants to libraries for outreach programs for such places as institutions, hospitals, nursing homes, senior citizen centers. (FY2004-2007)<br>4. Provide competitive grants to libraries for the establishment and operation of books-by-mail programs. (FY2004-2007)<br>5. Provide funds for strengthening collections for the underserved at the state and local level. (FY2003-2007) |

**LSTA purpose supported by Goal 5**: #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

## Goal 6
**Need 6 addressed: Services to the Disabled**

| Goal/Targets | Programs (Activities) |
|---|---|
| **Goal 6:** Provide improved library services to persons who are blind, visually impaired, or unable to physically utilize traditional library materials. These services will be provided through 1) training staff and customers, 2) the provision of specialized equipment to enable disabled persons to gain access to knowledge and information, and 3) the provision of special library materials. The users will benefit by gaining access to knowledge, information, and recreational materials that otherwise would not be available to them. (FY2003-2007)<br><br>**Key Output Targets**<br>• By year-end FY2006, in 25% of the public libraries there will be at least one workstation accessible to persons who are blind, visually impaired, hearing-impaired, or unable to physically utilize traditional library materials.<br>• By year-end FY2006, there will be a 10% increase in deposit collections at locations throughout the state, including libraries, schools, hospitals, and senior care facilities. The collections will include recorded books or a demonstration collection consisting of playback equipment and book samples. The target number of deposit collections is 217.<br>• By year-end FY2006, 50% of public libraries will have reading materials in a special format for print-impaired users.<br>• By year-end FY2006, there will be an 8% increase in the number of active users of the services of the APLS Blind and Physically Handicapped Division and of the 5 subregional libraries. The target number of active users is 6,500.<br><br>**Key Outcome Target**<br>• By year-end FY2006, 90% of a sampling of the users of the services of the APLS Blind and Physically Handicapped Division will indicate in a survey that the special format materials they have used have significantly enhanced their lives, as ranked on a numerical scale. | 1. Support the acquisition and use of technology to enable library users with special needs to access library resources and services through the competitive grant process. (FY2003-2007)<br>2. Support and enhance the statewide services of the Regional Library for the Blind and Physically Handicapped, a division of APLS. Provide deposit collections at convenient locations for library users with special needs. (FY2003-2007)<br>3. Support the training of library staff to improve services to library users with special needs. (FY2003-2007) |

**LSTA purpose supported by Goal 6**: #6 Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.



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## STAKEHOLDER INVOLVEMENT

The purpose of this section is to describe the procedures that will be used to involve libraries and library users throughout the state in policy decisions regarding the development, implementation, and evaluation of the State Plan.

A stakeholder is any individual, group, or organization that influences or is influenced by the achievement of an organization's goals. One of the most important procedures APLS has used and will use to involve its stakeholders is the town meeting. As described in the Needs Assessment section, in September 2000 APLS issued invitations to five town meetings to be held in locations throughout the state. The purpose of the meetings was to identify and prioritize needs at the grassroots level, and these needs strongly influenced the development of the FY2003-FY2007 plan. Invitees included all public library directors; all library system directors; all public library trustees; librarians from all school libraries, two-year community college libraries, and four-year academic libraries; the LSTA Advisory Council; members of the Alabama Library Association; Alabama state agencies serving the institutionalized; city and county officials; Alabama elected officials; and congressmen.

As stated in the part of the needs assessment describing the process for periodic updating of the needs assessment, in 2005 APLS will conduct another set of town meetings, following a similar process. The needs that will be identified at these meetings may affect the direction of the remainder of FY2003-FY2007 plan and will be a central part of the needs assessment for the following five-year plan.

APLS will continue its practice of holding quarterly library administrators meetings, at which administrators will have ample opportunity to discuss the LSTA program and provide feedback to APLS staff.

During the annual process for developing revised rules for grant applications APLS will solicit feedback and suggestions from the library community for changes in the rules.

The APLS Strategic Planning Committee (consisting of approximately 20 public library directors representing libraries of all sizes and locations) will continue to meet, consider new needs, and make recommendations for changes.

During the annual process for developing revised rules for grant applications APLS will solicit feedback and suggestions from the library community for changes in the rules.

As stated in the needs assessment, APLS does have an LSTA Advisory Council appointed by the APLS Executive Board. Its members include 17 persons who are broadly representative of public libraries, school libraries, 4-year college libraries, 2-year academic institution libraries, special libraries, institutional libraries, library users, and an ALA-accredited library school. The Council has the following purposes:

1. To advise APLS on the development of the state plan, including the preparation of long-range and annual programs.

2. To advise APLS on policy matters arising in the administration of the state plan.
3. To assist APLS in evaluating library programs, services, and activities under the state plan.

The full Council meets quarterly. It has a planning committee, which develops and evaluates the state plan. It also has a rules committee to develop rules and procedures to implement the state plan through grant projects.

## COMMUNICATION AND PUBLIC AVAILABILITY

The purpose of this section is to describe the channels that will be used to communicate to the stakeholders the content of the State Plan and any results, products, processes, or benefits. It describes how APLS will make the State Plan readily available to the public and share it with the library community.

APLS will use the following communication channels:

1. The plan itself will be placed on the APLS website. Any Alabamian with Internet access can read the plan or download it and print it at their convenience. If they do not have Internet access at home, virtually all public libraries have it available to the public at no cost.
2. Press releases on the plan will be distributed to newspapers which cover broad geographic areas of the state.
3. APLS publishes on its website a biweekly newsletter, *APLSauce*, in which articles will appear describing a) the content of the state plan, b) the grant application process, c) lists of grant awards, d) the process for revising grant rules, e) announcements of town meetings, f) announcements of library administrators meetings, and g) benefits deriving from the State Plan.
4. APLS has a listserv for library administrators on which the same kinds of information will be distributed as stated above for *APLSauce*.
5. Information, similar to that distributed through the APLS listserv will be distributed through the listserv of the Alabama Library Association.
6. From time to time, the APLS director issues administrative memoranda to library administrators bringing to their attention important matters related to the State Plan.
7. The grant application rules and application forms are also available at the APLS website. Grant applications may be completed online and then printed and copied for submission.
8. Each year APLS staff will conduct grant application workshops at convenient locations throughout the state. The grant rules and application will, of course, be based on the State Plan.

## MONITORING

Monitoring of competitive grant projects

1. Libraries receiving competitive grants will be required to submit quarterly status reports describing the progress of the project. The purpose is to ensure APLS staff that project goals, evaluation criteria, targets, and the timeline result in the desired outcomes.
2. When submitting payment requests libraries may only request funds which can be expended within three business days after receipt of a check from APLS, in compliance with the Federal Cash Management Act.
3. With limited staff, site visits to all projects may not be feasible, but there will be random site visits. Also, monitoring will be done concurrently with APLS staff visits to libraries for other reasons. Further, phone interviews will be conducted with project administrators in all libraries which were not visited in person.
4. A final evaluation report will have the following parts: 1) A description of the extent to which objectives were achieved, 2) a description of specific benefits or outcomes, 3) relevant statistical data, 4) a list of equipment acquired and the cost of each item, and 5) a financial report showing actual cumulative disbursements of LSTA funds and required local matching funds.

Monitoring of non-competitive grants

Libraries receiving non-competitive grants will be required to submit information describing the outcome or benefit achieved and demonstrating that funds were used as planned.

Monitoring of APLS state-wide projects

1. The APLS business office will be automating more of its functions, and financial monitoring of each statewide project will be continuous as financial data is entered.
2. Data will be kept on all projects. This data will include library materials acquired, program attendance, program evaluations from attendees, program statistical data, site visit data, and resource-sharing data.
3. The purpose of the above monitoring is to ensure that project goals, evaluation criteria, targets, and the timeline result in the desired outcomes.

Monitoring will comply with federal law

1. If APLS makes a substantive revision to its State plan, the agency will submit to the IMLS Director an amendment to the State plan containing such revision not later than April 1 of the fiscal year preceding the fiscal year for which the amendment will be effective.
2. The State plan provides assurances to the IMLS Director that APLS will make such reports, in such form and containing such information, as the Director may require.

3. APLS will independently evaluate, and report to the IMLS Director regarding, the activities assisted with LSTA funds prior to the end of the Five-Year Plan.

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